



मन्त्रमेव जयते

Government of West Bengal
Directorate of Forests,

Office of the Divisional Forest Officer, Durgapur Division.

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Memo No. 1166/2-NGP

Dated, Durgapur, The 12/07/2017

Notice Inviting Tender: - 02/NGP/UL/I/01/DGP of 2017-18

**TENDER FOR ADVANCE-CUM-CREATION OF INSTITUTIONAL PLANTATION WORKS
(MODEL-UL/I/01) IN DURGAPUR DIVISION, WEST BENGAL.**

The Durgapur DFO-SPMU, FIG on behalf of the Governor, West Bengal invites **Tender** for the following work(s) from the eligible Contractors as detailed in the table below.

Sl. No.	Name of work	Tender Fees & EMD Payable to	Estimated Amount Put to tender (Rs.)	Amount of Earnest 2% Money to be deposited (Rs.)	Cost of Tender Paper	Security Deposit	Time Schedule
1	<p>Adv.-cum-Creation of Institutional Plantation(s) [Model-UL/I/01]:-</p> <p>1. At ABS Academy under Durgapur SF Beat of Durgapur SF Range over 02.00 Ha</p> <p>2. At Nadiha B.Ed. College under Durgapur SF Beat of Durgapur SF Range over 02.00 Ha</p> <p>3. At Bathanbari Primary School under Hadla Beat of Asansol (T) Range over 01.00 Ha</p>	<p>*Tender Fees should be deposited in the Form of Challan to be originated from GRIPS Portal of Finance Deptt. and remitted in favour of "Divisional Forest Officer, Durgapur Division"</p> <p>**EMD through Bank Draft in Favour DURGAPUR DFO-SPMU, FIG Payable at Durgapur</p>	191125.00	Rs. 3900.00	500.00	10% of accepted tender value	As per the direction of the concerned Range Officers

* Tender Fees should be deposited in the form of Challan to be originated from GRIPS Portal of Finance Department, West Bengal and remitted in favour of Divisional Forest Officer, Durgapur Division. Tender Paper will be available in the office of the Divisional Forest Officer, Durgapur Division from AFR, Durgapur Division after depositing cost of Tender Paper within stipulated Date & Time. The Plan and Estimate of the said works may be seen at the office of the undersigned on any working day during office hours.

**EMD through Bank Draft drawn in favour of DURGAPUR DFO-SPMU, FIG Payable at Durgapur.

There is no exemption of any kind for any of the eligible contractors towards cost of tender document fee or EMD.

B. Schedule of Dates:

S. No.	Activity	Date & Time
1	Start Date of issuance of Tender Paper	17.07.2017 up-to 05:00 PM
2	End Date of issuance of Tender Paper	24.07.2017 up-to 05:00 PM
3	Start Date of submission of Tender Paper	17.07.2017 up-to 05:00 PM
4	End Date of submission of Tender Paper	24.07.2017 up-to 05:00 PM
5	Date of opening of Technical Bid	26.07.2017 at 01:00 PM
6	Date of Opening of Financial Bid	26.07.2017 at 04:00 PM

Last date & time of submission of Tender Paper is : 24.07.2017 up-to 05:00 PM

Last date & Time for purchase of Tender Paper : 24.07.2017 up-to 03:00 PM

- Note: 1). In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.
- 2). The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
- 3). The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

INSTRUCTION TO BIDDERS (ITB)

Section –A

1. Submission of Tenders:

1.1 General process of submission:

Tenderers have to submit Technical Bid and Financial Bid in separate sealed envelope super scribing on the envelop the following:

For Technical Bid Envelope:-

1. Tender for Technical Bid
2. Tender NIT No.

For Financial Bid Envelope:-

1. Tender for Financial Bid
2. Tender NIT No.
3. Project No.

Technical Bid and Financial Bid envelope should be submitted by putting them in a single envelope super scribing the following:-

1. Tender for NIT No.
2. Project No.

as per preference Serial No. wise.

Therefore, Technical Bid submission would be NIT No. wise but Financial Bid submission would be NIT No. wise as well as Project No. wise if applied for more than One Project for single NIT.

If any tender qualifies in few project and fails to qualify for balance project for a single NIT (if applied) in Technical Bid, then Financial Bid will be opened only for those project for which Tenderer qualifies in Technical Bid as per their preference to project mentioned on the envelope consisting of Technical Bid and Financial Bid.

2.2 Technical Proposal

1. Application for Tender.
2. General information about the organization **(in Form-A attached herewith)**
3. Certificate of summary statement of average annual turnover from contracting business for a period of last three years i.e. 2014-15, 2015-16, 2016-17 or during the period since formation of the Firm, it was set up in less than such 3 – year period. **(in Form-B attached herewith)**
4. Original copy of Bank Draft for **Earnest Money @ 2%** of the project cost against each project as mentioned in the schedule should be deposited in favour of **the “Divisional Forest Officer, Durgapur Division”** payable at **Durgapur**.

A. Technical File containing

- i. NOTICE INVITING TENDER (NIT) **(to be submitted in technical envelope).**
- ii. Section B (Form I, Form II, Form III, Form IV and AFFIDAVIT –Y) **(to be submitted in technical envelope).**
- iii. **Earnest Money Deposit (EMD) through Bank Draft in favour of “DURGAPUR DFO-SPMU, FIG” and the cost of Tender Documents (Tender Fees)** is to be remitted by the Tenderer as mentioned in the NIT document in favour of **“Divisional Forest Officer, Durgapur Division”** through **GRIPS** Portal.
- iv. Instructions to Bidders. **(to be submitted in technical envelope)**
- v. General Terms & Conditions of Contract. **(to be submitted in technical envelope)**
- vi. Technical Specification. **(to be submitted in technical envelope)**
- vii. Drawing if any to **(to be submitted in technical envelope)**

Note: a) The EMD and Cost of Tender Documents should be submitted physically to the office the Divisional Forest Officer, Durgapur Division as per the 'Date & Time Schedule' Technical Bid & Financial bid both will be submitted concurrently duly signed.

viii. Addenda/Corrigenda, if published: Contractors are to keep track of all the Addendum/ Corrigendum issued with a particular tender. Tenders submitted without the Addendum/Corrigendum will be treated as invalid and liable to be rejected.

B. My Document (to be submitted in technical envelope)

Sl. No.	Category Name	Sub-Category Description	Document Name
			(For details see Clause 3 of ITB & relevant clauses of NIT)
A.	CERTIFICATES	CERTIFICATES	1 P.T. deposit receipt Challan
			2 VAT Registration Certificate
			3 I.T.R. Acknowledgement Receipt
			4 I.T. PAN Card
			5 Voter ID Card
			6 Enlistment Certificate
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade Licence.
			2 Partnership Firm - Registered Partnership Registered Power Attorney, Trade licence.
			3 Pvt. Ltd. Company - Registration Certificate Company's Act, MOA & AOA, Registered of Attorney, Trade licence.
			4 Registered Un-employed Engineers and Labour Co-operative Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1 Experience Profile- List of completed Projects of similar nature.
			2 Completion Certificate from the concerned.
D.	EQUIPMENTS	PLANT MACHINERIES (OPTIONAL) &	1 Authenticated copy of invoice, challan and way bill (Machinery)
		LABORATORY (OPTIONAL)	2 Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	TURN OVER	1 Authenticated copy of the Income Tax returns
		PAYMENT CERTIFICATE	2 Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION	1 Details of Structure and Organisation ITB Section B Form III.
		AFFIDAVIT	2 An affidavit made that no adverse report against the bidder
		TECHNICAL STAFF	3 An affidavit mentioning the name of the the technical staff as described in Clause 3(l).

2.3. Financial Proposal

The financial proposal should contain the following document.

- i) The financial proposal should contain the Tender Paper. The contractor is to quote the rate in the space marked for quoting rate in the Tender Paper.

